STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER
NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
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TO: County Assessors and Software Vendors

FROM: Charlie Bell

Director of Operations

RE: Revised Sales Disclosure Form Collection Procedure

DATE: January 16, 2008

Beginning with the 2008 validated sales disclosure forms and thereafter, the Department of Local Government Finance (DLGF) will no longer collect hard copies of the sales disclosure forms. However, the DLGF reserves the right to request a complete set of sales form images if sales data compliance issues are found when reviewing the annual electronic data submission. (IC 6-1.1-5.5-3) At that time, the county would be required to submit a complete CD/DVD with all of the sales forms filed for that year in a searchable file format. A file that cannot be provided in a searchable file format should also be accompanied by an index file created in MSExcel.

As a reminder, IC 6-1.1-5.5-3 currently requires the county assessor to retain the sales disclosure forms for five (5) years. The above instructions are not intended to interfere with the statutorily mandated form retention or filing and review process requirements.

The County should forward the remaining 2007 validated sales disclosure hard copy forms to the DLGF no later than March 1, 2008. This may be accomplished by selecting either Option A or Option B below:

Option A for submitting the 2007 Sales Disclosure forms: Mail the remaining forms in counted bundles* to this office monthly. The bundle sets should first be sorted by year (if applicable) and then by the type of transaction – either exempt or non-exempt. A cover sheet with counts for each transaction type should then be affixed to every bundle.

Option B for submitting the 2007 Sales Disclosure forms: Send a complete CD/DVD with <u>all</u> of the 2007 sales disclosure forms scanned into a searchable PDF file format. If the file is not searchable, please also send an index file created in MSExcel along with the file of scanned images.

All sales disclosure document copies and CD/DVD files should be mailed to the attention of the Data Analysis Division at the following address:

Department of Local Government Finance 100 N. Senate Avenue, IGCN, RM. N1058(B) Indianapolis, IN 46204 Please also note this change does not replace or affect the electronic data file submissions required annually on March 1st for data compliance. (IC 6-1.1-5.5-3(c), 50 IAC 21-9-1(a)) Details concerning data file formats and deadline requirements can be found on our website at www.in.gov/dlgf/rates/.

If you have any questions or issues concerning data compliance, please request assistance from our Data Analysis staff by emailing us at data@dlgf.in.gov.